

General Behavioral Expectations

Absences and Late Work Policies:

This course should have policies for absences and late work. Please refer to the syllabus for these course-specific expectations. In general, however, if you are absent from a face-to-face or online class session, for any reason at all, then you are responsible for finding out what you missed, determining what you need to do in order to keep up with the class, and making up any missed assignments. Many instructors will deduct points for unexcused absences and missing assignments, and too many absences may result in your being dropped from the class, so be sure to notify your instructor and make up any work that you miss.

CSM's Declaration of Open Discourse:

In the spirit of intellectual inquiry, College of Saint Mary is committed to the exchange of diverse ideas and viewpoints. In this environment, honest discourse is valued; demeaning remarks are not tolerated. Each member of the campus community is encouraged to recognize the basis of her or his own assumptions and perspectives, acknowledge the assumptions and perspectives of others, and promote understanding and respectful dissent.

Classroom Decorum (Division of Arts & Sciences):

Different Divisions at the College of Saint Mary have specific expectations in terms of behaviors in the classroom. Below an example of these guidelines from the Division of Arts & Sciences. Be sure to refer to your specific Division for additional and/or alternative expectations. In addition, even though the guidelines below are articulated for face-to-face classes, many of the expectations can also apply to online interactions.

All students are expected to show consideration for others in the class and not disrupt the learning environment (as is spelled out in the CSM Student Code of Conduct). Below is a list of expectations for students. Students who violate these expectations in a way that is disruptive to the class will be subject to the actions spelled out in the Division of Arts and Sciences Policy on Disruptive Behavior in the Classroom.

1. Remember that you are not alone in the classroom; your demeanor affects others.
2. Arrive early enough to be in your seat and settled at the time that class is scheduled to begin.
3. If you are late, go quietly to your seat; do not expect your instructor to repeat information that has already been covered; do not ask the people around you what you missed.
4. Arrive prepared for the class. All reading and homework assignments should be completed before going to class.
5. Do not discuss the class material, your plans for later, or anything else with those around you. Your attention should be focused on the instructor or presenter; unless you have been instructed to participate in a small group discussion.
6. When participating in class discussions or asking questions about class materials, be sure to choose your words carefully – avoid offensive or inappropriate language in class.
7. If you have a question about class material or assignments ask the instructor rather than those around you. If your question is about material that is not directly related to the material being covered that day, save it for the end of class.
8. Always turn your cell phone off before class begins, and remember to use other technology (e.g., computers) during class appropriately. Note that individual instructors may have specific policies about the consequences for use of inappropriate technology such as text-

messaging or listening to MP3 players during class. (If, under extreme circumstances, you must have your cell phone on, inform your instructor before class begins and leave the room to answer.)

9. Focus on the materials for the class you are in. If you do not intend to pay attention in class, you should not go. Attendance is a mental as well as physical requirement.
10. If you have a question about a grade, a missed class or other personal issues, wait until class is dismissed to discuss them with the instructor.

Computers, Cell Phones, and Other Technology Use in the Course:

General guidelines related to the use of technologies in face-to-face and online class sessions may be as follows. However, please refer to the course syllabus and/or check with your instructor for additional and/or alternative expectations.

Always turn off or silence your cell phone ringer before the session begins, and remember to use all technologies (e.g., computers, tablets, smart phone, etc.) during class appropriately. This means using the technology to support your learning during the session such as for taking notes, accessing material posted on the Learning Management System, or other classroom-related needs. Numerous educational research studies have and continue to show that using technology for non-class related activities during active class sessions (as well as while doing homework and studying) can have a strong and negative impact on not only your own learning but also on those around you.

If, under extreme circumstances, you must have your cell phone on, inform your instructor before the session begins and leave the session to answer the call/text if need be. Some instructors have a policy that anyone who uses a cell phone (in any manner) during a class session will be counted as absent (unexcused) for the session. As a result, be sure to check with your instructor as to what the specific technology policy is for your course.

Writing Policy:

Most courses have specific policies related to the format of all submitted written text. Below is an example of one such set of guidelines. Be sure to check the course syllabus as well as with your instructor for the specific guidelines for your class. If you need help with writing, please let your instructor know and/or visit the [Achievement Center website](#) for more information on how to receive the academic help that you need. You can also submit your coursework to an online writing tutor support service known as "*SmartThinking*." Click here to visit [SmartThinking's website](#).

Here is an example of writing guidelines (not from your course) – “The following are the expectations related to the student’s written material:

- There is an expectation that writing will be on a college level, therefore, composition, grammar, and punctuation are factors in the grading.
- All papers must be typed, double-spaced, 12 point font, with 1” (one-inch) margins.
- Papers and assignments must be submitted via the appropriate Drop Box in Angel unless other instructions are provided or an exception is given by the instructor.
- All written assignments must follow APA formatting.”

Plagiarism & CSM’s Policy for Academic Dishonesty:

Academic dishonesty is a serious offense. It is a form of theft and will be treated as such. In keeping with its mission, College of Saint Mary seeks to prepare its students to be knowledgeable, forthright and

honest. It expects academic honesty from all its members. Academic honesty includes adherence to guidelines established by the instructor in a given course and prohibits, among other things, plagiarism, cheating, tampering with the work of other students or knowingly furnishing false information.

Plagiarism is the representation of another person's words or ideas as if they were one's own. Examples of plagiarism include submitting a paper in one's own name that was written by someone else and including in a paper sentences or ideas taken from a source without giving credit to that source. Cheating is giving or receiving information or using materials in exams, assignments, and projects when it is not allowed. Examples of cheating include copying from another person during an exam and submitting a laboratory or practicum report based on data not obtained by the student in the manner indicated by the instructor. Collusion is working together with another person in the preparation of work that the instructor expects to be accomplished by the student alone.

The following procedure will be followed upon discovery of academic dishonesty:

- Penalties for academic dishonesty will be imposed by the instructor and may include a grade of "F" on the work in question or for the entire course.
- The instructor will fill out the Academic Dishonesty Form and send a copy to the student and to the student's advisor for inclusion in the student's file.
- Upon receipt of one or more Academic Dishonesty Forms for the same student, the Registrar shall report the violation(s) to the Vice President for Academic Affairs. The Vice President for Academic Affairs may expel a student for repeated instances of academic dishonesty or upon the recommendation of the student's program director.

A student penalized for academic dishonesty has the right to appeal a judgment the student believes to be in error. In making this appeal, the student should follow the steps outlined in the Academic Appeals Board procedure. A copy of this procedure may be obtained from the Office of the Vice President for Academic Affairs.

For more information and to see the references used to develop this template, click here to view the [Course Design & Development Guidelines](#).